DOCUMENT RESUME

ED 215 721 JC 820 179

AUTHOR Davila, Daniel
TITLE Administrative Supports Necessary to Insure Faculty Commitment: The Learning Resources Center of Passaic County College Model for Delivering Library Services to the Faculty and Students in the Institution's External Program.
PUB DATE 6 Nov 81
NOTE 15p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *College Libraries; Community Colleges; *Cooperative Programs; Educational Finance; *Extension Education; Library Acquisition; *Library Cooperation; *Library Services; Program Administration; *Public Libraries; Two Year Colleges
IDENTIFIERS *Passaic County Community College NJ

ABSTRACT

Information is provided on the library support services offered to faculty and students in Passaic County Community College's (PCCC's) External Program, which offers a variety of credit and non-credit courses at five Extension Centers located throughout the county. After introductory material, the paper describes the administration, offerings, faculty, students, and locations of the External Program, and the philosophy and services of PCCC's Learning Resources Center (LRC). The next sections discuss the relationship of the LRC and External Program and specify the resources and services available to students and faculty through a cooperative agreement with public libraries in the areas where the Extension Centers are located. Under the agreement, the LRC administers an annual allocation to participating libraries that is half of the LRC budget for books and other library materials. Participating libraries are responsible for lending library materials, providing reference services, making audio-visual equipment and films available, and receiving course-related materials. The LRC provides materials to supplement the libraries' collections, processes purchases, and assists with specialized reference. Next, the paper discusses the accessibility of resources and information to External Program faculty and students. After describing the management, personnel, and finances of the library support system, the paper concludes with a brief discussion of plans for PCCC's library services. (HB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED215721

ADMINISTRATIVE SUPPORTS NECESSARY TO INSURE FACULTY COMMITMENT: THE LEARNING RESOURCES CENTER OF PASSAIC COUNTY COLLEGE MODEL FOR DELIVERING LIBRARY SERVICES TO THE FACULTY AND STUDENTS IN THE INSTITUTION'S EXTERNAL PROGRAM

COPYRIGHT

Daniel Davila
Dean of Learning Resources
and Cultural Affairs
November 6, 1981

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Daniel Davila

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

JC 820 179

TABLE OF CONTENT

I. Introduction

II. The External Program at Passaic County Community College

- A. Administration
- B. Offerings
- C. Faculty
- D. Students
- E. Locations

III. The PCCC Learning Resources Center

IV. The PCCC Learning Resources and the External Program

V. Resources and Information

- A. Collection Development
- B. Collection Organization
- C. Human Resources

VI. Accessibility to Resources and Information by Individuals Involved in the College's External Program

- A. Direct and Indirect Services
- B. Information Retrieval
- C. Physical Accessibility to Resources
- D. Physical Facilities
- E. Hours of Service

VII. Management, Personnel and Finances

- A. Staffing
- B. Financial Planning
  - 1. External Locations Participation in Budget Planning

VIII. Future Plans

INTRODUCTION

The Commission on Higher Education of the Middle States Association support off-campus special programs and education activities which extend learning opportunities to a variety of populations that otherwise may not be served. These include weekend colleges, external degree programs, and academic credit for experiential learning. However, the success of any external program lies on the quality and comprehensiveness of the resources provided for effective teaching and learning.[1] Provision of basic library/media resources to make instruction more effective and create a commitment from the faculty for continuous maintenance of quality is imperative if the program is to succeed.

An external program cannot survive if there is no component for research of literature related to the courses and program taught, and whenever research is required that means provision for comprehensive library services. This library aspect of an external program in academic institutions is emphasized by all the accrediting organizations; the faculty that teach in the program and the students themselves. The offering of the library resources program, however, is complicated by the distance and costs when there are more than one centers and when the locations are distant from the main campus. The purpose of this paper is intended to explain activities performed at Passaic County Community College in Paterson, New Jersey and to provide an insight on procedures that can be implemented at a low cost to maintain an average degree of faculty commitment in maintaining quality in education.

Since quality is related to resources and the library resources and media activities have been made available to the faculty in the extension centers, we feel that we have accomplished a task that may be the beginning of a process to provide as much support to the instructional programs in extension centers as possible.

[1]Commission on Higher Education, Policies and Procedures (Philadelphia: Commission on Higher Education, Middle States Association of Colleges and School, 1978).

This presentation is divided in several sections. These are an explanation of the Extension Program at Passaic County Community College, a description of the philosophy of the College's Learning Resources Center, an application of the philosophy of the Learning Resources Center to External Programs offered by the College, information on the available resources, a description of the services, a discussion on the management personnel, finances for those services, the process for evaluation and a final section describing future plans for the expansion of the services.

THE EXTERNAL PROGRAM AT PASSAIC COUNTY COMMUNITY COLLEGE

Passaic County Community College offers courses for credit and non-credit at a variety of Extension Centers located throughout Passaic County. The programs at the Extension Centers seek to provide college-level courses, accessible to all County residents close to their homes. Extension Centers function as a base for transferable credit courses to Passaic County College degree programs. They also serve as Centers for a variety of non-credit course offerings of interest to individuals or specific interest groups. Vocational and occupational programs provide skills training and hands-on experience in preparation for specific trades. Extension Centers with their wide range of programs seek to creatively meet the on-going academic, intellectural and professional needs of individuals. Courses are conveniently offered in the evening for persons working during the day or unable to travel to the main campus for classes. Specific courses are designed to meet the needs of businesses, community groups or social agencies. The courses offered are fully accredited and may be, (a) applied to degree and certificate programs at the College, (b) transferable to four-year colleges and universities, and (c) taken for life enrichment and/or career development.

ADMINISTRATION

The external programs available at the Extension Centers are administered by the Office of Educational Services consisting of a Director, Assistant Director and Supervisor of Extension

Centers. For the Fall 1981 semester, the five Extension Centers registered 1,075 students in sixty-two sections, offering fifty-seven credit and non-credit courses.

OFFERINGS

The Extension Centers' academic courses range from "Introduction to Law Enforcement" to "Gymnastics." However, the bulk of the offerings are concentrated in the business and computer science areas.

FACULTY

Most of the faculty teaching in the Extension Centers are adjuncts with the same required credentials and experience as the faculty teaching at the main campus.

STUDENTS

The student body is composed of part-timers seeking instruction for career advancement or change of career. In most cases, they are better motivated and better prepared academically than students at the main campus and demand more quality instruction.

LOCATIONS

The main campus is located in downtown Paterson, an inner city environment serving a large ethnic constituency. The Extension Centers are located in wealthy suburban areas serving a middle class population not much interested in traveling to the main campus either for reason of distance or fear of the urban center.

THE PCCC LEARNING RESOURCES CENTER

The Learning Resources Center is a fully integrated media service which provides support to the education programs with a wide array of both print and non-print resources. As such, the LRC is involved not only in the traditional functions of producing, acquiring, organizing, disseminating and retrieving learning materials in a variety of media, but also in the faculty guiding the students' learning experiences.

The LRC is headed by the Dean of Learning Resources who is responsible to the President of the College for the general functioning of the department. This includes: LRC policies, procedures

and regulations, the fiscal budget, as well as the development and supervision of activities for the department and selecting the appropriate staff to render services. The LRC is comprised of three units or departments; the Library, the Media Production Center and the Technical Services Department.

The LRC at Passaic County Community College is indeed the heart of the academic community. Its services, resources and information are central to the curricular process. The interaction between the teaching staff and the LRC is evident in the inclusion of a bibliography of library materials and resources in each new course developed and approved by the General Faculty's Curriculum Committee. The acquisition of library materials is conducted and supervised by the faculty Instructional Resources Committee. Comprehensive services provide for effective teaching and learning and include but is not limited to:

Reference Services - The LRC can give the instructors and students the tools to become better prepared by:

- Making available a well-rounded collection.
- Providing books for quick information for immediate use.
- Providing a skilled librarian to direct the faculty or student through the resources available to them in and outside the library.

Circulation Services - Everyone connected with the LRC performs the functions of circulation work. These functions are:

- Making easily accessible books, films, slides, video-cassettes, pamphlets, microfilms, recordings and other materials.
- Using a record keeping system to let faculty or students know what is available and what has been charged out.

Instruction - Classes on the use of the library is done in three ways:

- Lectures and tours during orientation week.
- Group instruction through class visits and mini courses.

. Individualized instruction on special fields or topics.

OPEN STACKS - A serve-yourself approach is available for the encouragement of browsing and selection; thus,

. Making available at the finger tip all forms of printed and non-printed media on the shelves.

. Integrating books, pamphlets, films and recordings in the stacks.

. Making available paperbacks for leisure reading.

Book Selection Service - The creation of a lively, compact and functional collection is accomplished by:

. Providing faculty members with brochures, book reviews and bibliographies on the subject of their speciality.

. Welcoming recommendations and notifying requesters of the status of their request throughout the ordering process.

. Enlisting the interest of the student body in making suggestions for purchasing.

Audio-Visual Services - Equipment necessary to view and listen. A-V materials are available to the College community upon request. These include:

. Movie projectors

. Filmstrip projectors

. Phonographs

. Televisions

. Videotape players

. Audiotape players

. Overhead projectors

. Public address systems

Media Production Service - The College staff is encouraged to produce their own media for in-

struction or promotion. This includes:

- Color slides
- Color/black and white prints
- Original sound recordings
- TV productions
- Overhead transparencies
- Displays
- Flat copy duplications
- Slide/sound presentations

Film Rental Service - Type of films:

- Educational
- Documentaries
- Special subjects
- Recreational

A-V Equipment Delivery - All equipment is completely checked and delivered, ready for use, to:

- Classrooms
- Extension Centers
- Special locations outside the College

Duplication and Reproduction - You-do-it capabilities for any duplication needs include:

- Coin operated photoduplicator
- Cassette duplicator
- 35mm Slide duplicator
- Overhead transparency duplicator
- Ditto making machine
- Plastic laminating machine
- Coin operated typewriters
- TV recording and duplicating facilities

Field Trips - To arrange a trip to New York or any other location in the Metropolitan area we provide:

- Transportation
- Program
- Itinerary
- Supervisor

Cultural Activities - The LRC sponsors and provides funding for a variety of cultural activities with academic value:

- Art exhibitions
- Workshops
- Seminars
- Multi-media presentations
- Craft displays

Many of these services are available to students enrolled in external programs at the Extension Centers. The College and the administrative staff of the LRC believe that all components of the College community should be treated equally, and of the resources of the institution are available to all for effective teaching and learning.

THE PCCC LEARNING RESOURCES AND THE EXTERNAL PROGRAM

Instructional materials are selected to help students to learn, to become more dependent in their ability to learn, and to identify alternate ways in which to comprehend new ideas. In order to serve the library/media needs of the faculty and students at the Extension Centers, the LRC of Passaic County Community College worked out a cooperative agreement with the public libraries in areas where the Extension Centers are located.

The reason for the use of public libraries and not libraries in other institutions is that these public agencies have more extensive hours of service; and they tend to be open in the

evening when students at the Extension Centers use the facilities. This arrangement permits those involved in the teaching and learning processes to use these libraries as a major resource center, thus becoming extensions of the PCCC Library at its various departments.

RESOURCES AND INFORMATION

The services provided by these arrangements are available to students and faculty members involved in any course offered at any of the seven (7) Extension Centers. The "extension" library will issue a library ID card to anyone presenting a valid PCCC ID card.

General library services available at each of the Extension Centers include:

Library

Borrowing of library materials (to be returned to the lending agency)

Reserve of materials

Ordering course-related materials

Reference

Information

Research

Library use instruction

Audio-Visual

A-V equipment

Film rentals

Media production

The services are approved by the public library's chief librarian during hours the LRC Extension Libraries are open. The LRC Extension Library Program in most cases expands the book budgets of the County public libraries. The public library near the College Extension Center will receive library materials needed to serve the students and faculty enrolled or teaching

at that location. These materials are also available to the general public. The net result is that thousands of dollars are added to the book budgets of the public libraries each year that would not have been available.

The LRC Extension Library Program expands the services of the branch library. It provides the public library an opportunity to offer faculty, students and other users of the library access to high-level professionally-related books in a variety of disciplines: business, economics, computers, psychology, history, English, marketing and accounting.

The faculty at the Extension Centers suggests titles for acquisition by the public library. Those items purchased for the public library will strengthen its collection. This method provides an opportunity for a more rapid increase in the library's reference resources than would be possible using just the branch library's funds.

If the branch librarian can get the faculty members to order the minimum number of titles during the first week of classes in September and January, it is possible to save between two-hundred (200) and one-thousand (1,000) dollars in the public library budget.

The "Participation Agreement" and responsibilities of the PCCC Library and the participating public library are outlined below.

Participating Agreement

1. The annual allocation to the participating library will be half of the LRC budget for books and other library materials with a minimum of $50 and a maximum of $1,000.
2. Administration of funds is done by the Learning Resources Center.
3. Participation includes eligibility to serve as a depository for materials purchased; such deposits to be subject to appropriate conditions of access and recall as agreed to by the participating library and the LRC.
4. Periodic lists, bibliographies of materials purchased under this program will be made

available to PCCC faculty and students in the Extension Centers (Passaic County College absorbing cost of publication).

5. This commitment to participate is continued until a written notice of withdrawal is sent to the Learning Resources Center.

Responsibilities of Participating Library

1. Provide identification card for PCCC students.
2. Receive materials purchased to serve needs of faculty and students in the Extension Centers.
3. Provide "reserve" services if shelf space permits.
4. Announce business hours and related services to faculty and students.
5. Keep PCCC informed of the needs of faculty and students enrolled in extension programs.

Responsibilities of PCCC Library

1. Advise students and faculty at the Extension Centers of the agreement between the area library and PCCC Learning Resources Center.
2. Provide materials to the extension library to supplement whatever they have available in the subject area.
3. Process purchases.
4. Assist with specialized reference services.
5. Maintain contact with the extension library to evaluate use of resources by faculty and students.
6. Print related promotional material.

ACCESSIBILITY TO RESOURCES AND INFORMATION BY INDIVIDUALS INVOLVED IN THE COLLEGE'S EXTERNAL PROGRAM

Access to the resources and information provided by the Learning Resources Center to serve the College External Program of PCCC is facilitated by direct and indirect communication between

the personnel in the LRC at the main campus and the librarians at the extension libraries. Direct contact is initiated at the beginning of each semester. The faculty assigned to the Extension Centers meet with PCCC librarians and librarians at the extension libraries for a briefing and orientation of services available to them. How the services are provided and the other procedures to obtain them are the subjects of discussion. Other information about the service is provided throughout the year by means of newsletters, memoranda and telephone conversations.

Requests for reference research and other direct services available only at the PCCC Learning Resources Center is done by telephone. The extension library, telephones the College library to obtain information requested by the faculty member or student. If the information is brief, it is provided immediately over the telephone.

Whenever possible, the faculty members or students requiring material for their work use the extension library's collection. The collection in many cases will contain supplementary materials purchased by the College to serve the educational needs of faculty and students at the Extension Centers. If by any chance the material is not available at that library, the librarian calls the main campus to obtain an immediate inter-library loan for the material requested. The requested material is hand delivered to the supervisor of the Extension Center or is shipped special delivery through the regular Post Office mailing. Articles from magazines are treated in the same manner as above.

The extension library maintains or makes provisions for reserve collections of materials most wanted by the faculty in the Extension Centers. This allows the students taking the courses the flexibility to find required material when it is needed.

MANAGEMENT, PERSONNEL AND FINANCES

The librarian at the public library provides most of the professional services needed by the

faculty and students at those locations at no cost to the students or PCCC. The allocation of funds to the Extension Centers for acquisition of course-related materials varies depending on the number of courses, teachers and students in the Extension Center program. The budget allocated for reserve and reference books is between $50 to $1,000.

Once an item has been acquired for an extension library and is not needed by PCCC, it becomes the property of the public library. This process serves the needs of the public library and at the same time, re-enforces PCCC's library program of support for quality teaching and learning at the Extension Centers.

Once or twice a year, the Extension Center librarians meet with the coordinator for the extension library services at the main campus, to evaluate procedures, to review expenditures and to discuss the materials purchased. The evaluation is intended to produce new developments and more comprehensive programs to be implemented in future cooperative efforts between PCCC and the public libraries. Results of the evaluation are the basis for projecting the demands for learning resources services needed to support external degree programs at off-campus extension centers.

There are many external programs and each program is perceived as special to the individual. Nevertheless, the effective use of the services provided by the LRC is essential to all our academic programs.

FUTURE PLANS

The future of library services for Extension Centers at PCCC depends on the continued close working arrangements between the staffs of the two locations. The educational materials to be made available at the Extension Centers is expected to change from books and other print media to audio-visual.

UNIVERSITY OF CALIFORNIA
ERIC CLEARINGHOUSE FOR
JUNIOR COLLEGES
96 POWELL LIBRARY BUILDING
LOS ANGELES, CALIFORNIA 90024
EE 36

JUN 18 1982